

TRAVEL EXPENSE CLAIM

See Instructions and *Privacy
Statement below

STD.262 (REV. 6-93c)

Page of Pages

CLAIMANT'S NAME Lynn L. Jacobs			SOCIAL SECURITY NUMBER			DEPARTMENT HCD		
POSITION Director			Bargaining Unit # E99			DIVISION OR BUREAU Executive Office		
						INDEX 5103		
						PCA 50001		
RESIDENCE ADDRESS			HEADQUARTERS ADDRESS 1800 Third Street			TELEPHONE NUMBER 916 445-4775		
CITY Sacramento			STATE CA			ZIP CODE 95811		

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
Oct-10				BREAK- FAST	LUNCH	O.T., LT, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D)			
(2) DATE	TIME										MILES	AMOUNT		
9/30		Drove to Sacramento A/P						PC		12	6.00		6.00	
	0418	Sacramento to Orange County									-		-	
10/1		Los Angeles						RC	12.00		-		12.00	
10/2							26.36	RC			-		26.36	
10/3		Burbank to Sacramento						PC	36.00		-		36.00	
	1645	End of Trip									-		-	
10/5	1500	Sacramento to Burbank	165.46								-		165.46	
10/8		Thousand Oaks/ Ventura					17.38	RC			-		17.38	
10/12		Los Angeles						RC	20.00		-		20.00	
10/13		Burbank to San Jose	Comp				32.32	RC			-		32.32	
10/15		San Jose to Burbank									-		-	
10/18		Los Angeles									-		-	
10/19		Burbank to Sacramento					33.16	RC			-		33.16	
	1700	End of Trip					35.00	T			-		35.00	
											-		-	
(10) SUBTOTALS			165.46	-	-	-	-	144.22	-	68.00	12.00	6.00	-	383.68

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$ 383.68

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

9/30 -Director drove to Sacramento A/P for a flight to Orange County... Speaking Engagement/ CalGreen Program in Costa Mesa and a Grand Opening of Hollywood Bungalow Court in Los Angeles. 10/1- Participated in the SCANPH 22nd Housing Conference. 10/3- Flight from Burbank to Sacramento. End of Trip 1645 hrs. 10/5 - Flight from Sacramento to Burbank. 10/6 - 9th Annual BILD Conference. 10/7 - Groundbreaking in Santa Paula. 10/8 - Meetings in Thousand Oaks and Ventura. 10/11 - Meetings in Ventura. 10/12 -LABC Housing meeting in Los Angeles. 10/13 - Flight from Burbank to San Jose for CBIA Annual meeting. 10/15- Flight from San Jose to Burbank for Meetings. 10/16 -Habitat for Humanity Speech in Pacoima. 10/18 - Meetings in Los Angeles. 10/19 -Flight from Burbank to Sacramento HQ.

(12) NORMAL WORK HOURS

8:00 AM -5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

\$0.50

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

Lynn L. Jacobs

DATE

11/01/10

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

Elliott Mandell

DATE

11/01/10

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

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(2)				BREAK-FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
Oct-10														
10/25	0800	Sacramento to Monterey	154.59		10.00	18.00						-	182.59	
10/26		Monterey to San Jose	159.34		10.00	18.00	6.00					-	193.34	
10/27		San Jose to Burbank		6.00								-	6.00	
10/29		Los Angeles						9.66	RC			-	9.66	
10/31		Burbank to Sacramento						35.00	T			-	35.00	
	1700	End of Trip										-	-	
												-	-	
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(10) SUBTOTALS			313.93	6.00	20.00	36.00	6.00	44.66	-	-	-	-	426.59	
COLUMN CODE (ACCTG. USE ONLY)														

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

10-25- Traveled by automobile with staff from Sacramento to Monterey for meetings and Speaking Engagement at the California Coalition of Rural Housing Conference. 10/26 - Traveled by automobile with staff from Monterey to San Jose for Speaking Engagement at the CRA /CAL-ALHFA Conference. 10/27 - After speaking... Director took flight from San Jose to Burbank and picked up rental car for meetings in Ventura. 10/28 - Director had meetings in Camarillo and Thousand Oaks. 10/29 - Meetings in Los Angeles...returned rental car. 10/31 - Flight from Burbank to Sacramento...End of Trip 1700 hrs.

(12) NORMAL WORK HOURS

8:00 AM -5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

\$0.50

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